

# 6 FAH-2 H-320 ACQUISITION PLANNING

(TL: CORH-1; 08-21-1997)

## 6 FAH-2 H-321 GENERAL

(TL: CORH-1; 08-21-1997)  
(State Only)

a. Acquisition planning is the key to effective use of public funds and the economical accomplishment of program objectives. The Department seeks to ensure this concept by mandating annual advance acquisition plans and encouraging early and open communications with representatives of the acquisition office before the submission of formal requests for contract services. FAR Part 7 and DOSAR Part 607 prescribe policy for acquisition planning.

b. Acquisition planning begins before the fiscal year has begun in order to provide improved scheduling of actions; increased control of fourth quarter obligations; and opportunities for consolidating requirements. Failure to schedule the acquisition workload may result in an inordinate number of contract awards being made in the closing months or weeks of the fiscal year. Excessive year-end spending places a severe burden on requirements and acquisition office personnel.

## 6 FAH-2 H-322 ADVANCE ACQUISITION PLAN (AAP)

(TL: CORH-1; 08-21-1997)  
(State Only)

a. An important element in acquisition planning is the Advance Acquisition Plan (AAP). All requirements offices must submit an AAP for any acquisition with an estimated value exceeding the simplified acquisition threshold. The AAP is submitted to the appropriate contracting activity.

b. Every year, the Office of the Procurement Executive (A/OPE) publishes guidance for all Department offices, advising them of the procedures and providing formats for submitting the AAPs. Generally, the memorandum is distributed in the second or third quarter of the fiscal year preceding the one for which planning is to take place.

c. Contracting activities try to provide responsive service to their requirements office customers. **However, contracting activities may return to a requirements office any acquisition package not included in the office's AAP submissions.** This is allowed because if contracting activities are not given enough advance notice to plan their workload, resources may not be available to perform the acquisitions in a timely, cost effective manner in full conformance with laws and regulations. Further, if the procurement request packages are not submitted in a timely manner, the acquisition process, which may be time-consuming and complex, may be impossible to complete. This could leave the user without necessary goods and services, and jeopardize funding.

d. If a requirement is identified after the AAPs have been submitted, the new requirement should be identified and submitted immediately to the contracting activity.

Inadequate planning may not be used to justify either sole-source or limited competition acquisitions by reason of unusual and compelling urgency.

- e. An AAP is not required for the following acquisitions:
  - (1) Acquisitions under the simplified acquisition threshold;
  - (2) Emergency acquisitions for requirements needed immediately. (For such acquisitions, a Justification for Other than Full and Open Competition shall be prepared and signed by the appropriate individual(s), depending on the dollar threshold);
  - (3) Acquisition of utility services where the services are available from only one source; or,
  - (4) Grants and cooperative agreements.

## **6 FAH-2 H-323 ACQUISITION LEADTIME**

*(TL: CORH-1; 08-21-1997)*  
*(State Only)*

a. The acquisition cycle begins with advance acquisition planning and initiation of the procurement request and ends with the acceptance of the goods or services and final payment to the contractor. The COR should initiate the Procurement Request Package as far in advance of required delivery or the commencement of services as possible to allow for contracting "lead-time".

b. The contracting activity must have adequate time for the performance of the many steps involved in the contracting process. It takes time to process a procurement request to the point of issuing a solicitation; for offerors to prepare and submit bids/proposals; for evaluation and subsequent negotiation; and for awarding the contract. Many contracting activities publish dates by which the procurement request must be received in order to allow for award by the end of the fiscal year. These dates are established to account for adequate lead-time.

## **6 FAH-2 H-324 THROUGH H-329 UNASSIGNED**